

Do the Numbers Limited
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3rd March 2017

Amanda Jobling, Clerk
Hamble Le Rice Parish Council
Memorial Hall, 2 High Street
Hamble-le-Rice
Southampton, SO31 4JE

Dear Amanda,

Subject: Review of matters arising from interim Internal Audit for 31 March 2017

Please find below the list of matters arising following my visit this week. This list is in addition to that raised in December. At the post year end visit we will review all reports and assess which items will need to be in the final report.

Control area	Issue	Recommended Action
Out of date cheques	There is an uncleared cheque on the reconciliation – number 102847 which was in fact replaced by 102889.	The superceded cheque should be written back through the Omega system.
Bank statements	The bank statements should not be included in the signed minutes.	There is a data protection risk of including such documents.
Payment listing	The full monthly payment listing should be a page of the signed minutes.	This is a requirement of LGA 1972 and should always have been done.
Deposit Account	There were no statement on file for this account since June 2016.	When members review the balance sheet on a quarterly basis, they should check all bank statements and accounts..
Bank reconciliation	It appears that members are signing the bank statement without checking it back to the accounts system and that signature dates do not tally with minutes.	Each month the members of the council in rotation should initial the actual bank statement back to the reconciliation presented from Omega.
Website uploads	Some documents on the website have been uploaded as Word files rather than PDF	Under the Transparency code, all files should be PDF – this is also a data safety issue.
Clerks appointment	The council does not appear to have minuted the terms and cost of the newly appointed clerk.	It is good practice to confidentially minute all staff changes to allow payroll cost checking.

Wages Journal	It is not clear why this is a separate agenda item each month.	Wages should be approved in with the main payments list.
Meeting schedule	The council meets twice a month with no clear separation of purpose between the two meetings.	It may simplify management of the council to designate the early meetings as "Policy and Finance" for internal matters and let the later meeting be "Council" for external matters.
Electronic payments	With the change in officers, the council is now ready to switch to making payments electronically. There may also be a case for an office debit card. Receiving money by card in a parish as small as Hamble is unlikely to be economic.	As part of updating the Financial Regulations to the most recent model this month, electronic payments can be activated.
Lifeboat Station	It would appear that HLS are running events and operating fully from a building on which they have no signed occupancy agreement.	It may be worth checking with the insurers of HLS that they are appraised of the full situation.
HLS grant and costs	The public money granted to HLS by the Parish and other bodies has still not been spent according to the terms. The extra costs incurred by the Parish are also an issue.	It may be appropriate for the Parish to write to the Charities Commission to request their opinion on the probity of the actions of the HLS trustees.
Lifeboat station extra costs	The council has a record of the costs incurred at the foreshore.	Those that would have been incurred even if the project had run perfectly smoothly should be covered by the council. All others should be recouped.

I will return to the council on May 11th to complete my review and the Annual Return. If either you or your councillors have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene